

VOICE AND DICTION / COMM 247

Instructor: Charlotte A. Elder

Office: Ivan Wilson #139

Phone: 745.6579

Email: Charlotte.Elder@WKU.edu

OFFICE HOURS:

Monday 7:30-9:10

Wednesday 7:30-9:10

Friday 7:30-9:10

COURSE DESCRIPTION:

A practical approach to improving the speaking voice. A basic premise of the course is not *what* individuals say but *how* they sound when they speak. Emphasis is placed on articulation: speaking clearly and intelligibly; developing a pleasant vocal quality and eliminating such defects as breathiness, nasality, harshness or stridency; building adequate loudness; achieving effective vocal variation, pitch and speaking rate; correcting pronunciation; modifying regional or foreign dialects.

In this course you do not give memorized speeches. The emphasis, as stated in the previous paragraph, is not *what* you say, but *how you sound* when you speak

When you are assigned various chapters to read outside class, this means that you should concentrate on the discussion or theory portions of the chapter. You don't necessarily have to familiarize yourself with the exercises. They will be covered in class.

HOW ARE YOU GRADED IN THIS COURSE?

This is a skills course—like taking guitar lessons or learning to ski. Your final grade will largely depend on the overall improvement you've made in the course. In other words, students will be graded in their own individual performances, development, class participation and, of course, improvement.

ATTENDANCE:

Attendance is essential in a Voice and Diction course!

0 Absences = 30 pts.

1 Absence = 28 pts.

2 Absences = 25 pts.

3 Absences = 20 pts.

4 Absences = 0 pts.

5 Absences = Failed from course

Excused absences: This type of excuse **must be in writing** and from a qualified person (doctor, advisor, college official). Please note: A telephone call does *not* constitute an excused absence.

If you miss an assignment and have an excused absence, we will attempt to make up the work. If time doesn't permit makeup assignments, you will be given a grade X for this missed assignment. An X doesn't count *for* you and it doesn't count *against* you.

If you miss an assignment and do not have an excused absence, you will automatically be given a grade of *F* for that assignment. However, if I feel the missed assignment should be made up, you must be prepared at every subsequent class meeting to present the assignment whenever time permits.

Promptness is appreciated. Two tardies count as one absence. *If you enter class after roll has been taken, you are tardy.*

If you're tardy and I'm speaking, come in. If a student is up front speaking or presenting, wait until the student is finished before you enter.

If you must be tardy, please report to the instructor at the close of class period, otherwise the record will show you as absent.

Title IX:

WKU is committed to fostering a safe, productive learning environment. Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and support applied against other protected categories such as race, national origin, and religion.

If you have experienced any form of sexual misconduct (sexual assault, stalking, domestic or dating violence) we encourage you to report this to the University. Please understand WKU is legally obligated to respond to reports of sexual misconduct and cannot guarantee the confidentiality of a report, unless made to a confidential resource. You can speak confidentially with the **Counseling and Testing Center, 270-745-3159; Talley Family Clinic, 270-745-4204; and Hope Harbor, 270-782-5014. I am not a confidential resource. I must inform the university if you share with me an incident has occurred.** You have the right to maintain your privacy. **I will report only what you share with me to the Office of Student Conduct.** We report to make sure you have all the support and help you need, both on campus and in our community..

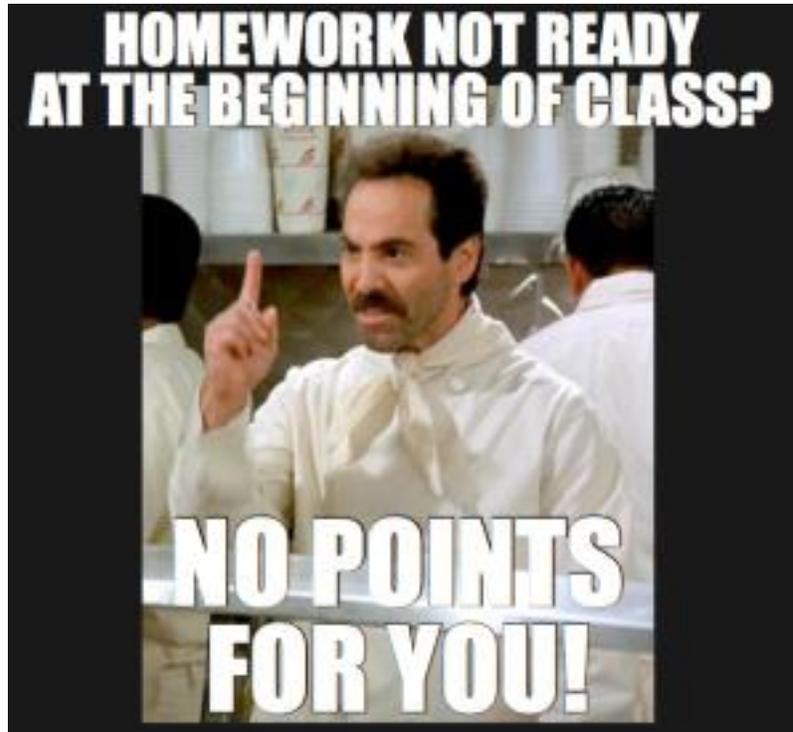
For more information about our policies and resources or about reporting options, please visit:

<https://www.wku.edu/eoo/documents/titleix/titleixmandatoryreportingguidelines.pdf> and

<https://www.wku.edu/eoo/documents/titleix/wkutitleixresources.pdf>; <https://www.wku.edu/studentconduct/>

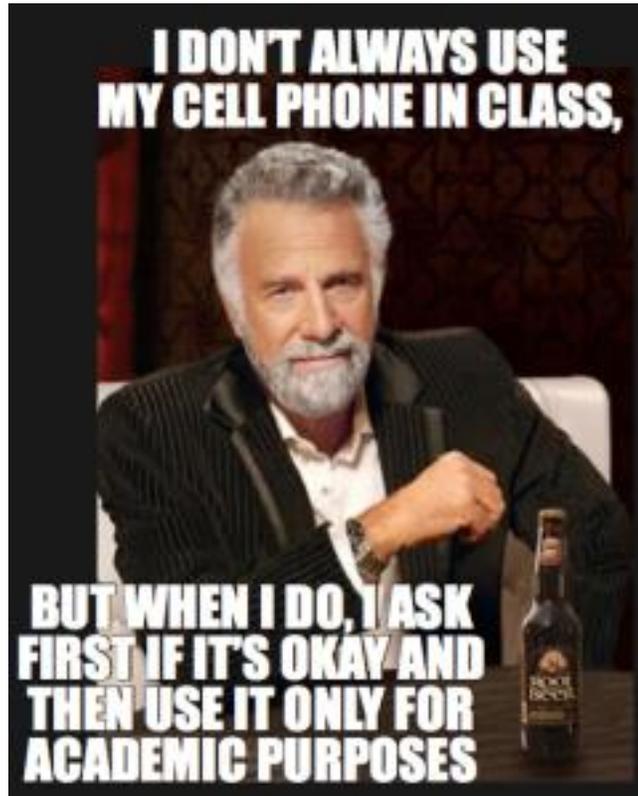
LATE WORK:

Late work is not accepted unless the absence is excused.



CELL PHONES:

Cell phones are required to be turned off. Cell phones should be off by the time the instructor enters the class. (*Finishing conversations, texting, tweeting, swiping left or right, stalking, searching, etc. is all considered unacceptable.*) If you phone rings, beeps, or vibrates during class you will lose 10 points from your final grade. Each subsequent time your phone disrupts class the point deduction will increase by ten points. *Any student using their phone during class will be counted as absent and not receive credit for attending class on the particular day of the offense.*



LAP TOP COMPUTERS:

Laptops are not permitted in class without permission from the professor. See me prior to bringing your laptop to class. If you obtain permission to use your laptop in class I retain the right to ask you to stop using or bringing your laptop to class at any time if I feel you are not using it for class purposes. Anyone using a laptop must sit in the first row of seats and in the center of the room.

COURSE ASSIGNMENTS:

1. Diagnostic Appointment

Each student will be required to complete two diagnostic appointments. The first appointment is designed to indicate areas that you will need to focus on over the course of the semester. The second appointment will be an assessment of the improvements you've made this semester. Each assessment will consist of a short reading and will be recorded.

2. Quizzes

There will be quizzes throughout the semester, 6 to 7 written and 1 oral. The oral quiz will cover words chosen from the "Word of the Day" list.

3. Speech Analyses

Each student is required to complete speech analyses. The speech, text, and rubric will be provided to you.

4. Assessments of an Individual

Each student will complete *four* voice and diction assessments. You will be provided a rubric. You will be asked to observe four different speakers and then complete an assessment rubric for each individual. Each observation should be of an individual speaking (not in conversation) for at least 15 minutes. Examples: political address, guest speaker on campus, preacher, class lecture, etc.

5. Assessment Presentation

Each student will make a presentation to the class that assesses a particular individual's speaking voice and diction. The presentation will include a 30 second to one minute clip of the individual and a 5 – 7 presentation. You may use a character from a movie, a clip for a speech, television personality, or an individual that you know personally (with their permission of course). A rubric will be provided for this activity.

6. Self Assessment

Each student will complete a self assessment toward the end of the semester. The self assessment will allow students to evaluate their own progress in the course.

7. 'Word of the Day'

At the beginning of each class assigned students will present their 'word'. The student will explain why he or she decided to examine their particular word and then explain the correct pronunciation of the word of the day. The oral exam will be composed of these words. A review sheet will **not** be given to students so students should record the words themselves.

If a student is not present the day of their assigned 'Word of the Day' exercise then he or she will receive a '0' for the assignment. The student will not have the opportunity to make up the exercise unless the absence is excused and proper verification is provided. Students have one week from the absence to make-up the assignment. Students that are late the day they are assigned to present will not be permitted to make their presentation and will not be given an opportunity to make up the assignment.

8. Phrase Origin

Student will explain the origin of an interesting/common catch phrase.

9. Peer Assessments

Each student will evaluate three classmates during their group assessment presentations.

10. Discussion Boards

Discussion boards will be announced in class and on Blackboard and will relate to class lecture. Each discussion board will carry a point value based on the amount of work required for the discussion and the point value will be announced.

COMMUNICATION WITH YOUR INSTRUCTOR:

Office Hours: Please feel free to visit my office during office hours – no appointment necessary.

Email: When you contact me via email please allow up to 48 hours for a reply. Please include your full name in the email as well as the class section.

Facebook: I do not add students to my Facebook account and I **will not** reply to 'business' messages sent to me via Facebook. If you send a message or post a comment to me on Facebook concerning class work, grades, assignments, etc I will not reply.

Phone: You may certainly use my office phone to contact me or leave message. If you leave a message please indicate a number (including area code) by which I can reach you.

Grade Sheet

| Activity | Points Possible | Points Received |
|-------------------------------|------------------------------|----------------------------|
| Attendance | 30 pts. | |
| Diagnostic Appointment #1 | 10 pts. | |
| Diagnostic Appointment #2 | 10 pts. | |
| Quiz #1 | 25 pts. | |
| Quiz #2 | 25 pts. | |
| Quiz #3 | 25 pts | |
| Quiz #4 | 25 pts. | |
| Quiz #5 | 25 pts. | |
| Quiz # 6 | 25 pts. | |
| Quiz #7 | 25 pts. | |
| Oral Exam | 20 pts. | |
| Voice & Diction Assessment #1 | 10 pts. | |
| Voice & Diction Assessment #2 | 10 pts | |
| Voice & Diction Assessment #3 | 10 pts | |
| Voice & Diction Assessment #4 | 10 pts | |
| Assessment Presentation | 100 pts. | |
| Self Assessment | 25 pts. | |
| Word of the Day #1 | 5 pts. | |
| Word of the Day #2 | 5 pts. | |
| Phrase Origin | 10 pts. | |
| Peer Assessment #1 | 10 pts. | |
| Peer Assessment #2 | 10 pts. | |
| Peer Assessment #3 | 10pts. | |
| Speech Analysis # 1 | 10 pts. | |
| Speech Analysis # 2 | 10 pts. | |
| Speech Analysis # 3 | 10 pts. | |
| | Total Possible Points | Total Points Earned |